The Successful Club Series

Moments of Truth
Handouts

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Moments of Truth

Worksheet

First Impressions
- Guests greeted warmly and introduced to officers and members
- Guest book and name tags provided
- Professionally arranged meeting room
- Arrangements meet speakers’ needs
- Guests invited to address the club
- Guests invited to join

New Member Orientations
- Formal induction, including presentation of pin and manuals
- Assignment of mentor
- Education programs and recognition system discussed
- Learning needs assessed
- Speaking role(s) assigned
- Member involved in all aspects of club’s activities

Fellowship, Variety and Communication
- Guests greeted warmly and made welcome
- Enjoyable and educational meetings planned
- Regularly scheduled social events
- Members participate in area, district and International events
- Inter-club events encouraged
- Club newsletter and/or Web site published and updated regularly

Program Planning and Meeting Organization
- Program and agenda publicized in advance
- Members know program responsibilities and are prepared to carry out all assignments
- Members do manual projects
- Meetings begin and end on time
- Creative table topics
- Positive and helpful evaluations
Membership Strength

- Club has 20 or more members
- Members retained
- Promotion of club in the community or within its organization
- Club programs varied and exciting
- Toastmasters sponsoring new members recognized
- Regular membership building programs

Recognizing Accomplishments

- Award applications immediately submitted to World Headquarters
- Progress chart displayed and maintained
- Member achievements formally recognized with ceremony
- Club, district and International leaders recognized
- Club and member achievements publicized
- DCP used for planning and recognition

Evaluating the Standards

Directions: List below the standards belonging to your assigned *Moment of Truth*. Discuss with other group members how your club handles each of the quality standards, determine which of those standards are being met by circling “yes” or “no”, then write the total number of achieved standards in the space provided.

1. ____________________________________________________________________________ Yes   No

2. ____________________________________________________________________________ Yes   No

3. ____________________________________________________________________________ Yes   No

4. ____________________________________________________________________________ Yes   No

5. ____________________________________________________________________________ Yes   No

6. ____________________________________________________________________________ Yes   No

Total number of Yes answers _________
Recommendations

**Directions:** Now that your group has evaluated each of the assigned standards, discuss and record any recommendations for improvement or change.

1. ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

2. ______________________________________________________________________________________
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6. ______________________________________________________________________________________
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